



ADMINISTRATION AND  
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE  
1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

March 23, 2010

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT  
GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – *Board of Visitors National Defense University*

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972, as amended, intends to renew the charter for the *Board of Visitors National Defense University* (attached). The Board will operate under the provisions of the Federal Advisory Committee Act of 1972, as amended, and in accordance with 41 CFR § 102-3.50(d).

Prior to filing the Board's charter with the Library of Congress and the appropriate congressional committees the Department of Defense respectfully requests that the Committee Management Secretariat review and approve the proposed charter (attached). The proposed charter has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this charter please contact my point of contact, Len O'Reilly, at 703-601-6148.

A handwritten signature in black ink, which appears to read "James D. Freeman II", is positioned above the printed name.

James D. Freeman II  
Deputy Advisory Committee Management  
Officer for the Department of Defense

Attachment  
Proposed Charter

CHARTER  
BOARD OF VISITORS NATIONAL DEFENSE UNIVERSITY

1. Committee's Official Designation: The Committee shall be known as the Board of Visitors National Defense University (hereafter referred to as "the Board").
2. Authority: The Secretary of Defense, under the provision of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix) and 41 CFR § 102-3.50(d), established the Board.
3. Objectives and Scope of Activities: The Board shall provide independent advice and recommendations on the overall management and governance of the National Defense University.
4. Description of Duties: The Board, under the provisions of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix), shall provide the Secretary of Defense, through the Chairman of the Joint Chiefs of Staff and the President of the National Defense University, independent advice and recommendations on organization management, curricula, methods of instruction, facilities and other matters of interest to the National Defense University.

The Chairman of the Joint Chiefs of Staff or a designated representative may act upon the Board's advice and recommendations.

5. Agency or Official to Whom the Committee Reports: The Board shall report to the Secretary of Defense through the Chairman of the Joint Chiefs of Staff and the President of the National Defense University.
6. Support: The Department of Defense, through the Chairman of the Joint Chiefs of Staff, and the President of the National Defense University, shall provide support as they deem necessary for the performance of the Board's functions, and they shall ensure compliance with the requirement of the Federal Advisory Committee Act of 1972 and the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b).

Additional information and assistance, as required, may be obtained by the Chairman of the Joint Chiefs of Staff from other DoD Components with contracting authority, support contractors, including DoD Federally Funded Research and Development Centers for studies and analysis support.

7. Estimated Annual Operating Costs and Staff Years: It is estimated that the annual operating costs, to include travel costs and meeting and contract support is approximately \$60,000.00 and 0.6 full-time equivalents (FTE).
8. Designated Federal Officer: The Designated Federal Officer, pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, and shall be appointed in

accordance with established DoD policies and procedures. In addition, the Designated Federal Officer is required to be in attendance at all meetings; however, in the absence of the Designated Federal Officer, the Alternate Designated Federal Officer shall attend the meeting.

9. Estimated Number and Frequency of Meetings: The Board shall meet at the call of the Board's Designated Federal Officer, in consultation with the President of the National Defense University and the Board's Chairperson. The estimated number of Board meetings is two per year.
10. Duration: The need for this advisory function is on a continuing basis; however this Charter is subject to renewal every two years.
11. Termination: The Board shall terminate upon completion of its mission or two years from the date this Charter is filed, whichever is sooner, unless the Secretary of Defense extends it.
12. Membership and Designation: The Board shall be composed of not more than 21 members, who are appointed by the Secretary of Defense. The Secretary of Defense has appointed three of the 21 members: (a) the Under Secretary of Defense for Personnel and Readiness; (b) the Assistant Secretary of Defense for Networks and Information Integration; and (c) the Department of State Director General. These appointments are based upon their DoD ex officio position, and their appointments shall remain in effect for the life of the Council.

The other Board members shall be eminent authorities in the field of national defense, academia, business, national security affairs, and the defense industry; their appointments will be renewed on an annual basis; and members shall serve no more than fifteen years on the Board.

Board members, who are not full-time or permanent part-time federal officers or employees, shall be appointed as experts and consultants under the authority of 5 U.S.C. § 3109, and serve as special government employees. With the exception of travel and per diem for official travel, Board Members shall serve without compensation.

The Board's membership shall select the Board's Chairperson and the Co-Chairperson from the total Board membership, and this individual shall serve at the discretion of Secretary of Defense, through the Chairman of the Joint Chiefs of Staff

In addition, the Chairman of the Joint Chiefs of Staff or designated representative, may invite other distinguished Government officers to serve as non-voting observers of the Board, and appoint, pursuant to 5 U.S.C. § 3109, non-voting consultants, with special expertise, to assist the Board on an ad hoc basis.

13. Subcommittees: With DoD approval, the Board is authorized to establish subcommittees, as necessary and consistent with its mission. These subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b), and other governing Federal statutes and regulations.

Such subcommittees or workgroups shall not work independently of the chartered Board, and shall report all their recommendations and advice to the Board for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered Board; nor can they report directly to the Department of Defense or any Federal officers or employees who are not Board members.

Subcommittee members, who are not Board members, shall be appointed in the same manner as Board members.

14. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Record Schedule 26 and governing Department of Defense policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552).

15. Filing Date: